



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

SCOTT WOOSLEY, CFA
EXECUTIVE DIRECTOR

REQUEST FOR QUALIFICATIONS

Environmental Review Consultants

Beginning in 2010, MSHDA has maintained a list of pre-qualified consulting firms for environmental services (referred to herein as “consultants” or “firms”). Consultants from the list are used by the agency, in-house, for peer review or other environmental services. The pre-qualified list is also made available to property developers that submit applications for state or federal resources to one or more MSHDA programs.

Developer applications to MSHDA include a comprehensive environmental review component. Maintaining a list of a limited number of firms with demonstrated knowledge and experience in completing MSHDA projects ensures better quality, consistent reporting and less administrative review by the sponsors and the Authority.

MSHDA has prepared a Request for Qualifications (RFQ) for interested consultants (http://www.michigan.gov/mshda/0,4641,7-141-5587_22721---,00.html). MSHDA is seeking to prequalify firms that are authorized to do business in Michigan to conduct either or both of two groups of environmental services, described below:

Group A:

1. ASTM Phase I and Phase II Environmental Site Assessments (ESAs) with MSHDA non-scope items (per MSHDA 2013 Environmental Review Requirements, enclosed),
2. Baseline Environmental Assessments (BEAs),
3. Due Care Compliance Analyses;
4. Peer Reviews of 1, 2, and 3 as needed,
5. Lead-based paint investigations (appropriate certifications required),
6. NESHAP-compliant Asbestos Containing Material assessments (appropriate licensure required)

Group B:

1. National Environmental Protection Act (NEPA) study and statutory compliance report.

The agency is seeking no more than 15 Group A consultants and no more than 5 Group B consultants. You may choose to apply for listing under Group A, Group B, or both.

Please note that lead and asbestos are no longer categories on the pre-qualified consultant list. The Authority determined that maintaining prequalified listings for lead and asbestos was unnecessary as work in these disciplines is already regulated through two federally authorized state programs. The ability to conduct, or subcontract for, compliant lead or asbestos work has been incorporated as a requirement of the Group A consultant. Without exception, a Group A consultant must use properly licensed or certified individuals or firms, either directly employed or subcontracted, when performing lead or asbestos work on MSHDA projects. The Michigan Department of Licensing and Regulatory Affairs' Asbestos Program oversees the training, certification, and work practice standards for asbestos work while the Department of Community Health's Healthy Homes Section performs those same functions for lead professionals.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
(MSHDA)
2013 REQUEST FOR QUALIFICATIONS (RFQ)**

DATE OF ISSUE: January 18, 2013

TO: Potential Providers of Services

RE: Request for Proposals for **Environmental Consulting Services**

QUALIFICATIONS DUE: February 21, 2013, by 4:00 P.M. EST

**1 original and 3 copies required as well as 1 electronic version (on CD).
*Facsimile Qualifications Will Not Be Accepted***

Mail completed proposal to:

Mr. James Tischler, AICP, PCP, Chair
MSHDA Environmental Review Committee
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909

**Questions may be made via mail,
email, or fax and directed to:**

Mr. Chris LaGrand, Deputy Dir.
MSHDA
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909
E-mail: lagrandc@michigan.gov
Fax: 517-335-6565

All Envelopes Must Be Sealed. All submissions final. No addendums or corrections will be accepted or considered after February 21, 2013.

Each applicant is requested to provide the name and contact information (phone, fax, and e-mail) for a primary contact person. All communications from the Authority regarding this RFQ will be sent to this person.

Questions may be submitted via e-mail. All questions must be received by February 4, 2013, to ensure a response by February 12, 2013, at least one full week prior to the proposal due date. Questions and responses will be sent to all applicants who provide a working email address for the primary contact person.

MSHDA will make a decision by March 29, 2013. Applicants will be notified via the contact information provided, preferably e-mail, of the Authority's decision by April 4, 2013.

You are invited to submit your qualifications for this project. Each application must contain unique and original work, completed by and representing your firm. Specifications, terms, conditions and instructions for submitting qualifications are contained in this RFQ.

MSHDA RFQ Schedule		Dates
1.	RFQ is Issued.	January 18, 2013
2.	Deadline for submittal of questions, in writing.	February 4, 2013
3.	Deadline for MSHDA response to questions, via email to all primary contact persons.	February 12, 2013
4.	Deadline for submittal of RFQ proposal to MSHDA. All submittals are final. No addendums or corrections will be accepted after 4 PM of this date.	February 21, 2013
5.	Final day of MSHDA review period. Final decisions due.	March 29, 2013
6.	Deadline by which MSHDA will begin notification of results via email to primary contact person.	April 4, 2013

I. Services Sought by MSHDA:

MSHDA is seeking to prequalify firms (“Consultant or “Firm”) authorized to do business in Michigan to conduct either or both of two groups of environmental services below:

Group A:

1. ASTM Phase I and Phase II Environmental Site Assessments (ESAs), Phase III/IV remedial investigation and site clean-up.
 - a. Including, where appropriate, non-scope items per MSHDA 2013 Environmental Review Requirements incorporated and enclosed.
2. Baseline Environmental Assessments (BEAs).
3. Due Care Compliance Analyses.
4. Lead-based paint investigations (state certifications required).
5. NESHAP-compliant Asbestos Containing Material assessments (state licensure required).
6. Peer Review of items #1-5, above, as needed.

Group B:

1. National Environmental Protection Act (NEPA) study and statutory compliance report.

Firms may choose to apply for consideration as a Group A consultant, Group B, or both. Services may be sought for any projects using state or federal funds administered by MSHDA. A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this RFQ.

The list of prequalified firms will also be provided to program applicants and developers for their consideration. Applicants/developers may choose to contract for Group A services with a consultant that is not on the prequalified list, however, they are responsible for any delays or expenses that may result.

Given the highly specialized nature of work, Group B services must be chosen from a consultant from the Group B qualified list.

II. Required Qualifications:

MSHDA has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. Evidence of proper certification/licensure from the credentialing agency must be available upon request. The Consultant must:

- A.** Have experience providing the services described in the Scope of Work attached and incorporated into this RFQ as Exhibit A.
- B.** Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- C.** Have the following certifications or have assigned personnel/subcontractors with the following certifications:
 - 1.** For Firms wishing to provide Phase I and Phase II ESAs, placement on Michigan's Qualified Underground Storage Tank Consultant (QC) List. A QC must employ at least one full time, approved Certified Underground Storage Tank Professional (CP). The certification requirements for the QCs and the CPs are provided in Part 215, Refined Petroleum Fund, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and its administrative rules.
 - 2.** For Asbestos removal and/or assessment services: Individuals with the proper certification from the Michigan Department of Licensing and Regulatory Affairs (i.e., workers, supervisors, inspectors, etc.) and an Asbestos Abatement Contractor's license.
 - 3.** For Lead Based Paint removal or assessment services: Individuals with the proper certification from the Michigan Department of Community Health (i.e., workers, supervisors, risk assessors, inspectors, etc.) and certification as a Lead Abatement Contractor.

- D.** Be a Michigan entity (limited partnership, limited liability company, for profit corporation or non-profit corporation), a Firm that is authorized to do business in the State of Michigan, or a division or office of a Michigan municipality. The Consultant will be required to submit:
- 1.** A Certificate of Good Standing issued by the Michigan Department of Licensing & Regulatory Affairs.
- E.** Have a physical office in the State of Michigan.
- F.** Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow Consultant to download and upload data and files and receive files and attachments from MSHDA staff. Please note that the State of Michigan email system does not permit email attachments larger than 5 MB size limit. Consultants submitting electronic data will need to either provide FTP access to allow the download of larger files or submit their reports in multiple parts so as not to exceed the 5 MB size limit.
- G.** Agree to satisfy the following requirements prior to the execution of a contract with MSHDA:
- 1.** Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
 - a.** any claim, demand, action, citation or legal proceeding against MSHDA, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Consultant or any of its subcontractors under a particular project;
 - b.** any claim, demand, action, citation or legal proceeding against MSHDA, its employees and agents arising out of or resulting from a breach by the Consultant of any representation or warranty made by the Consultant in the RFQ or a subsequent request for proposal;
 - c.** any claim, demand, action, citation or legal proceeding against MSHDA, its employees and agents arising out of or

related to occurrences that the Consultant is required to insure against as provided for in this RFQ;

- d. any claim, demand, action, citation or legal proceeding against MSHDA, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Consultant, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of MSHDA;
 - e. any claim, demand, action, citation or legal proceeding against MSHDA, its employees and agents which results from an act or omission of the Consultant or any of its subcontractors in its or their capacity as an employer of a person.
 - f. any action or proceeding threatened or brought against MSHDA to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Consultant or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.
- H. Maintain and provide evidence satisfactory to MSHDA, within fifteen (15) working days of Notice of Award, certificate(s) of insurance providing full insurance coverage for all work performed as follows
 - 1. Workers' Compensation Insurance - Covering all persons engaged in work under an awarded contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act. Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.

2. The Consultant shall maintain insurance coverage in the forms and in at least the amounts specified below:
 - a) Commercial General Liability insurance, total combined limits of \$1,000,000 per occurrence/\$2,000,000 aggregate
 - b) Automobile Liability insurance--\$1,000,000 per occurrence/\$2,000,000 aggregate
 - c) Professional Errors and Omissions insurance--\$1,000,000 each claim/\$2,000,000 aggregate
 - d) Pollution Liability insurance--\$1,000,000 per occurrence/\$2,000,000 aggregate, with extended coverage including third party liability for death, bodily injury, diminution of value of property and property damage.
3. The above requirements should not be interpreted to limit the liability of the Firm under an awarded contract.
4. MSHDA must be a certificate holder on both the Professional Errors and Omissions and Pollution Liability insurance policies. Proof of insurance should be documented on an **ACORD 25** certificate, and should provide that the insurer must give MSHDA at least thirty (30) days prior written notice of cancellation/termination/material change, and that no action by the insured shall invalidate or diminish the insurance against any claim by MSHDA.
5. Each insurance policy, including any deductible or self-insured retention, shall by its terms be primary with respect to any insurance carried by the Applicant or any parent, subsidiary, or affiliated entities. For policies written on claims-made basis, the Consultant must maintain coverage in effect for a period of at least three (3) years following the completion of the work.
6. The Consultant must promptly notify MSHDA of any changes made to the insurance policies required by this Section.
7. Upon written request of MSHDA, the Consultant must promptly deliver complete copies of policies evidencing the insurance coverage's required by this Section to MSHDA.

8. All required insurance, by the Firm or its subcontractors, shall be underwritten by an insurance carrier with an AM Best rating of not less than "A-, VII." MSHDA prefers that insurance carriers be licensed in Michigan; however MSHDA will accept surplus lines insurance companies with an A.M. Best rating of no less than "A-, VIII."
 9. It shall be the Consultant's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.
- I. If hired directly by MSHDA, agree to execute a contract acceptable to the MSHDA Director of Legal Affairs.

Please note that if a developer hires the Consultant, not MSHDA, the contractual relationship will be established solely by the developer and Consultant, in their own discretion.

III. Submitting Proposal:

Firms wishing to submit proposals must submit one (1) original and three (3) copies as well as (1) electronic version (on CD) of the proposal to provide the services described in Exhibit A (Scope of Work). Submitted proposals must respond to and address the questions listed in Exhibit B (Proposal Instructions and Selection Criteria) attached and incorporated into this RFQ.

The due date for receipt of proposals responding to this RFQ is February 21, 2013 at 4 p.m. EST. All submissions by this date are final. No addendums or corrections will be accepted or considered.

MSHDA shall not be liable for any costs that a Firm or individual may incur while preparing a proposal. MSHDA shall not be liable for any costs that a Firm or individual may incur prior to the complete execution of a contract. If MSHDA enters into a contract, MSHDA's consideration (payment) shall be limited to the term of the contract.

IV. Communications with MSHDA Staff Prior to Selection of Qualified Consultant List

Any questions about the RFQ process may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

Mr. Christopher LaGrand
MSHDA
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909
E-mail: lagrandc@michigan.gov
Fax: (517) 335-6565

To ensure a fair and impartial process, MSHDA staff will not address non-written questions concerning the RFQ. Phone calls involving the RFQ or related questions will not be accepted. Firms submitting bids shall not contact any MSHDA staff or Board members except **Mr. Chris Lagrand—all questions regarding the RFQ must be received in writing or e-mail no later than February 4, 2013.**

MSHDA will answer appropriate questions received in a timely manner (e.g., information not covered/answered in the RFQ, interpretation issues, etc.) by email to the primary contact person indicated by each Consultants on or before **February 12, 2013.** MSHDA will hold no other question sessions or Consultant conferences. MSHDA shall not be responsible for any non-working e-mail addresses.

If, prior to the proposal deadline, MSHDA deems it necessary to provide additional clarifying information, or to revise any part of the RFQ, supplements or revisions will be provided to all recipients of the RFQ who have indicated they will submit a proposal. Communications will be sent via e-mail to the primary contact person indicated. Proposals will then be evaluated based on the terms and conditions of the RFQ, any supplements or revisions thereof, and the answers to any written questions.

V. Selection of Proposal:

MSHDA's Office of Rental Development will select the proposal based on Selection Criteria, which are set forth in Exhibit B (Proposal Instruction and Selection Criteria).

VI. News Release:

News release(s) pertaining to this RFQ of the professional services, study, data or projects to which it relates will not be made without prior written MSHDA approval, and then, only in accordance with the explicit written instructions from MSHDA. No results pertaining to this RFQ (or a Contract, if awarded) or the services, study, data or projects to which it relates are to be released without prior approval of MSHDA and then only to persons designated by MSHDA.

VII. Michigan Freedom of Information Act

Documents submitted to MSHDA shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to MSHDA, MSHDA's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.

Exhibit A

Scope of Work

1. Objective of the Request For Qualifications:

The objective of this Request for Qualifications (RFQ) is to seek approximately 20 qualified Firms to provide environmental consulting services, as required. The Consultant will be contracted by the applicant/developer or hired by the Authority to conduct various environmental services. The Consultant can choose to provide some or all of Group A and/or Group B services including Phase I and Phase II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Compliance Analyses [Group A] same, and NEPA compliance studies [Group B] and peer reviews of the same as needed to support projects from 2013-2016. The projects include any program that uses state or federal resources administered by MSHDA.

MSHDA seeks the services to assist MSHDA staff in making decisions concerning the environmental conditions and associated risks and approaches to mitigate/eliminate those risks in connection with lending on impacted properties.

The list of prequalified firms will also be provided to program applicants/developers for their consideration. They may choose to contract with a Group A Consultant on or off the list, at the applicant/developer's discretion. The applicant/developer may choose to contract with a consultant not on the qualified list, however the developer will be responsible for any delays or expenses incurred as a result. Given the highly specialized nature of work, Group B services must be chosen from the qualified list. On a project by project basis, only firms from the prequalified list may be solicited by MSHDA to perform peer review or other services, as requested.

Respondents to this RFQ will be ranked by the qualifications according to the evaluation criteria and for soliciting proposals for services as stated in Exhibit B.

2. Objectives, Tasks and Activities and Deadlines:

A. Objectives.

To successfully perform the services requested in Section 1 above, the Consultant must have thorough knowledge, training and extensive experience in the rules and regulations related to Michigan's Natural Resources and Environmental Protection Act (NREPA) (particularly Parts 31, 201, 211, 213, 111, and 115) the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the National Environmental Protection Act (NEPA) including 24 CFR Part 58 and related authorities, the HUD Lead Safe Housing Rule (24 CFR Part 35), and the Michigan Occupational Safety and Health Act (OSHA). Project working experience with the Michigan Department of Environmental Quality (MDEQ) and the U.S. Environmental Protection Agency (EPA) is also considered important.

B. Activities/Responsibilities Necessary to Complete Scope of Work.

To achieve the objectives, the Consultant must certify that they have read, understood and can perform the services as described in the following documents and attached to this RFQ:

1. MSHDA Environmental Review Requirements for 2013.
2. HUD's Multifamily Accelerated Processing Guidebook Chapter 9 - Environmental Review.
3. MSHDA Rental Development Division NEPA Fact Sheet.

Further, the Consultant must be able to communicate the results of the applicable reports (e.g. Phase I, Phase II, Baseline Environmental Site Assessment, Due Care Compliance Analyses or Peer Review of same) to both developers and MSHDA and where appropriate, provide detailed approaches as to methods to employ to mitigate/eliminate environmental risks.

3. Standards for Performance:

The Consultant shall perform the tasks/activities and complete the objectives in accordance with the following standards. Failure to do so will lead to removal from MSHDA's approved environmental Consultant list:

- a. Work on reports should be completed within given timeframes.
- b. Conclusions reached in the reports should conform to applicable ASTM standards, and reflect the Consultant's objective, professional opinion as to the environmental conditions, associated risks and to what extent the environmental risks can be mitigated/eliminated.
- c. Studies must conform to MSHDA Environmental Review Requirements for 2013 dated 12/21/13.

Exhibit B

Proposal Instructions and Selection Criteria

I. **PROPOSAL DELIVERY/SUBMISSION:**

A. Due Date. The due date for the MSHDA's receipt of the proposals responding to this Request for Qualifications ("RFQ") is February 21, 2013, at 4 p.m.

B. Originals and Copies: Submit one (1) original and three (3) copies as well as 1 electronic version (on CD) of a proposal to provide the services described in Exhibit A (Scope of Work). There should be no attachments, enclosures, or exhibits other than the information required in this RFQ. Each section of the proposal must be clearly identified with appropriate headings. The entire proposal (excluding report example) **must not exceed 21 pages**. (A page is defined as one side of an 8 ½ inch by 11 inch sheet of paper.)

C. Delivery of Proposal: Addresses for the delivery of proposals are as follows:

DELIVERY VIA HAND DELIVERY OR COMMERCIAL OVERNIGHT SERVICE:

Mr. James Tischler, AICP, PCP, Chair
MSHDA Environmental Review Committee
735 East Michigan Ave.
Lansing, Michigan 48912

DELIVERY VIA U.S. POSTAL SERVICE:

Mr. James Tischler, AICP, PCP, Chair
MSHDA Environmental Review Committee
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909

D. Selection of Proposal. It is anticipated that the MSHDA review will take a minimum of 4 weeks after the closing date for submitting proposals. The selected proposals/pre-qualified Consultants will be announced April 4, 2013 via e-mail to each firm's primary contact person and posting on MSHDA's website.

II. PROPOSAL FORMAT:

- A. **Overview:** Proposals must be submitted in the format described in Section B (Format of Proposal) below. There should be no attachments, enclosures or exhibits other than those considered by the Consultant to be essential to a complete understanding of the proposal. Each section must be clearly identified with appropriate headings.

The proposal should be clear, accurate, and complete, with sufficient detail to enable MSHDA to evaluate the services and methods proposed. Brevity is appreciated.

B. Format of Proposal:

1. **BUSINESS ORGANIZATION.** Answer/Address the following:

- a. Full name and address of Firm:
- b. Branch office(s), if applicable:
- c. Type of entity (e.g., Michigan corporation, Michigan partnership, Michigan limited liability company, etc.):
- d. If entity is foreign (i.e., non-Michigan), is it licensed to do business in Michigan?
- e. Submit Certificate of Good Standing from the Michigan Department of Licensing and Regulatory Affairs dated within 30 days if Firm is a Michigan entity. (Attach certificate to proposal.)
- f. Submit Certificate of Authority to Transact Business or Conduct Affairs in Michigan from the Michigan Department of Licensing and Regulatory Affairs dated within 30 days if Firm is a not a Michigan entity.
- g. **Submit Tax Identification Number for Firm.**
- h. Designate a primary contact person for communications related to this RFQ and provide that person's full contact information, including a working e-mail address.

2. **MANAGEMENT & PERSONNEL:** Answer/Address the following:

- a. **Officer and Management Summary:** Identify officers and managers by name and position. Identify managers and/or officers who

will manage the contract if it is awarded. (*Resumes or Curriculum Vitaes of managers or officers may be provided.*)

b. Bidder's Authorized Contact: Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with MSHDA. An official authorized to commit the bidder to the terms and conditions of the proposal must sign the proposal. The Firm must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

3a. EXPERIENCE

a. Prior Experience of Firm: Indicate prior experience of your Firm that you consider relevant to the successful accomplishment of the potential services that may be requested in this RFQ. Include sufficient detail to demonstrate the relevance of such experience for those services you are bidding. Provide no more than 10 representative projects, limited to one page each, which best demonstrate your experience with conducting Phase I and Phase II Environmental Site Assessments and Baseline Environmental Assessments and Due Care Compliance Analyses and peer reviews of same, Lead Based Paint assessments, Asbestos assessments, NEPA compliance documentation. Description must include project name, owner, contact person and phone number, description of project, professional services provided, Firm personnel identified in question #3b who worked on the project, and dates of the project.

b. Experience of Proposed Personnel Assigned to Provide Services: Describe the education and experience of personnel who will likely be assigned to provide the proposed services, including managers who may oversee work of personnel. Specifically, provide name and title, specialty, years of experience doing similar type projects, and expected role. (*Provide resumes or curriculum vitae of assigned personnel as attachments/enclosures.*)

c. Health and Safety: Describe the Firm's health and safety program in sufficient detail to certify that it meets the minimum requirements of the Michigan Occupational Safety and Health Act and 29 CFR Part 1910, as amended.

d. Quality Assurance Quality Control (QA/QC): Describe the Firm's QA/QC programs including field activities, site sampling, remedial engineering studies, design and report preparation. The Firm must

demonstrate knowledge of sampling at sites of environmental contamination and chain-of-custody procedures.

e. Prior MSHDA or other Governmental Agency work: If applicable, provide a description of the projects that your Firm has done for MSHDA or another governmental agency that is similar to the scope of work requested herein.

f. Similar Projects Done for Financial Institutions: If applicable, please identify those financial institutions for whom your Firm has done work that is similar to the scope of work requested in this RFQ. Further, identify if you have been selected as a qualified Consultant by any financial institution and for what time period you were on the financial institutions prequalified Consultant list.

3b. EXAMPLE REPORTS

Provide example reports as provided below. Samples should contain notable statutory and compliance items wherever possible. **Note that these example reports are not counted as part of the 21-page proposal limit.**

Group A applicants

a. Example of a Redacted Phase I Report: Provide a copy of a redacted MSHDA-scope Phase I report from a site with substantial impacts present.

b. Example of a Redacted Phase II Report: Provide a copy of a redacted Phase II report from a site with substantial impacts present.

c. Example of a Due Care Plan: Provide a copy of a redacted Due Care plan from a site with substantial impacts present.

d. Example of a Lead Based Paint Risk Assessment: Provide a copy of a redacted Lead Based Paint Risk Assessment, either performed in-house or that was subcontracted, that satisfies state and HUD requirements.

e. Example of an Asbestos Assessment: Provide a copy of a redacted Asbestos assessment, either performed in-house or that was subcontracted, that satisfies NESHAP requirements.

Group B Applicants

f. **Examples of NEPA reports:** Provide a copy of redacted NEPA report for each of the activities described in the scenarios below. These samples should contain notable statutory and compliance items wherever possible. Please note that these reports are not counted as part of the 21 page proposal limit.

1. Rehab of existing multifamily residential development where; (a) the unit density is not changed more than 20%, (b) the project does not involve changes in land use, and (c) the estimated cost of rehab does not exceed 75% of the estimated total replacement cost.

2. New construction of multifamily development

All Applicants

g. **Additional Information and Comments:** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

4. PROPOSED SERVICES

- a. **How Service Will Be Rendered:** Identify the environmental services you wish to perform and for each one describe how the services will be rendered. Address and describe the process used to render the services.
- b. **Use of Subcontractors:** If any work will be subcontracted, describe the following:
 - i. Work that will be subcontracted.
 - ii. The process used to select the subcontractors.
 - iii. The subcontractor's experience and expertise.
 - iv. The names and contact information of the subcontracted Firms or individual(s) who are to perform the subcontracted work.
- c. **Standards:** Describe or address the following:
 - i. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
 - ii. How quality of service will be monitored and ensured.

- iii. Other than the American Society for Testing and Materials (ASTM) standards, what other "best practices" will be followed. (If applicable, identify, the organization and/or document that will establish such standards.)
 - iv. How the Consultant will ensure that the response to work requests will be timely and efficient to meet project demands.
- d. **Security of Data:** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
- i. Has your Firm established and used a policy to address the security of paper and electronic data? (Please do not submit a copy of your security policy.)
 - ii. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your Firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)

5. Fee Schedule

a. **Price Proposal:** All rates quoted in proposals submitted in response to this RFQ will be firm for the duration of an awarded contract, unless otherwise agreed to in writing by MSHDA. Please note that the rates will only apply when MSHDA is hiring the Consultant. When developers are hiring the Consultants directly for a project, the developers and Consultants may establish their own rates/contracts when hired by the developers directly.

Please note that if a contract is awarded, reimbursement of transportation costs will be limited to the State's reimbursement rate for State employees (current rates may be found at: http://www.michigan.gov/documents/mcoles/ttrateJan2011_348367_7.pdf.)

b. **Standard Fee Schedule:** Include in the proposal a line item Standard Fee Schedule that identifies all expenses related to the work to be performed. By submitting the bid, the Consultant acknowledges that it bears the risk that its expenses may exceed the proposed amount. The Standard Fee Schedule should include applicable items, which may include the following:

- 1. Staff costs (# of hours/per hour rate/etc.)

2. Costs of supplies and materials.
3. Other direct costs.
4. General and administrative burden or overhead.
5. Transportation costs—(see *above, costs limited to State's reimbursement rate for State employees*).

Please note that MSHDA realizes that each project will be different and a separate request for proposal will be requested for each service and project at the time the project is underway. MSHDA may, in its sole discretion, ask for one or more Consultant proposals on any given project.

6. **DISCLOSURE OF PARTICIPATION AND INTERESTS IN MSHDA PROGRAMS.**

a. **Disclosure of Interests in MSHDA Programs.** Submit a list of all interests in MSHDA programs that the Consultant, its officers, board members, and employees respectively have. If the Firm intends to use independent contractors or subcontractors to render services, please include the interests in MSHDA programs that independent contractors or subcontractors and their officers, board members, and employees respectively have. Such MSHDA programs include, but are not limited to, the Housing Voucher Program, any loans where MSHDA is the lender, and any grants made by or administered by MSHDA.

b. **Potential Conflicts of Interests.** Please confirm whether any potential conflict of interests will exist if MSHDA enters into a contract with the Firm. Conflicts of interests may involve the Firm's officers, employees, members, board members, or independent contractors or subcontractors the Firm will use to render services if the Firm enters into a contract with MSHDA.

c. **Family Members Who Work for Authority.** Please list the names of officers, board members, and employees who have family members who work for MSHDA; also, please list the name of the family member who works for MSHDA.

7. **NON-DISCRIMINATION REQUIREMENTS**

In connection with the performance of work under an awarded contract with MSHDA, the Consultant agrees as follows:

a. **No Discrimination in Hiring.** The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age or gender. The Consultant will take

affirmative action to ensure that applicants are employed and that employees are, during employment, treated without regard to their race, religion, color, national origin, age or gender. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

b. **No Discrimination in Advertising.** The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race religion, color, national origin, age or gender.

c. **Records Requirements and Access.** The Consultant shall furnish and file as to the practices, policies, program and employment statistics for the Consultant and each subcontractor. The Consultant and subcontractor shall permit access to all books, records and accounts regarding employment practices by agents and representatives of MSHDA duly charged investigative duties to assure compliance with this clause.

d. **Consequences of Breach.** Breach of the covenants herein may be regarded as a material breach of an awarded contract or purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed thereunder.

e. **Incorporation of Non-Discrimination Requirements.** The Consultant will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 5 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission and will provide in every subcontract or purchase order that said provision will be binding upon, each subcontractor or seller.

8. **POST QUALIFICATION INFORMATION**

Possible Interviews/Additional Information Requests. After review of qualifications, MSHDA may request interviews and further information or clarifications in selected areas. Requested information shall be provided by the proposer either in writing or by oral presentation at no additional cost to MSHDA.

9. **SIGNATURE CLAUSE TO BE SIGNED BY AUTHORIZED SIGNATORY OF FIRM**

Signature Clause: Insert the following signature clause at the end of the proposal and have an authorized signatory for the Firm sign it:

I confirm that I have submitted this proposal on behalf of
(INSERT NAME OF FIRM) in response to the Michigan State Housing
 Development Authority's Request for Qualifications for environmental
 consulting services sought by MSHDA.

By: _____

Its: _____

Date: _____

III. Selection of Proposal

Qualifications shall be reviewed by members of the Environmental Review Committee and Environmental Review staff. Applications will be evaluated based on the following criteria, to be weighed as indicated.

- A. Group A Selection Criteria.** MSHDA's Environmental Review Committee will select no more than 15 proposals for inclusion on the pre-qualified Group A consultant's list based on the following criteria:

Group A Selection Criteria		Maximum Score
Experience similar to that required in this RFQ, knowledge of MSHDA procedures, education and qualifications of staff		15 points
Quality of Recent Prior Work for MSHDA ¹		10
Organization and clarity of proposal		10
Evaluation of Phase I ESA and other example reports		75
Compliance with ASTM standards and State of Michigan requirements		10
Compliance with MSHDA-scope Phase I ESA Requirements		15
Accuracy and completeness		15
Non-Scope items		15
Historical Documentation		10
Conclusions		10
Demonstrated capacity and ability to perform required services in a timely manner		10
Analysis of fee schedule.		10
PENALTY FOR FAILURE TO FOLLOW INSTRUCTIONS		-10
GROUP A TOTAL POSSIBLE POINTS		130

¹ For both Group A and Group B, Firms without prior MSHDA work experience will be awarded the average score for that field from among firms with prior MSHDA work experience.

- B. Group B Selection Criteria.** MSHDA's Environmental Review Committee will select no more than 5 proposals for inclusion on the pre-qualified Group B consultant's list based on the following criteria:

Group B Selection Criteria		Maximum Score
Experience similar to that required in this RFQ, knowledge of MSHDA procedures, education and qualifications of staff		15 points
Quality of Prior Work for MSHDA		15
Organization and clarity of proposal		10
Evaluation of NEPA Statutory Compliance Report		50
	Compliance with HUD format	10
	Accuracy and Completeness	15
	Supplemental documentation	10
	Conclusions	15
Demonstrated capacity and ability to perform required services in a timely manner		10
Analysis of fee schedule.		10
PENALTY FOR FAILURE TO FOLLOW INSTRUCTIONS		-10
GROUP B TOTAL POSSIBLE POINTS		110

MSHDA may reject any and all proposals in whole or in part and may waive any informality or technical defects if, in the judgment of MSHDA, the best interests of MSHDA will be served.

The selection of a Firm shall be subject to a review by MSHDA's Office of Legal Affairs concerning conflicts of interests and/or participation in MSHDA programs by the Firm, its officers, employees, subcontractors or independent contractors.

- C. Expected Deadline for Selecting Proposal.** MSHDA expects to confirm selection of the proposal by e-mail and/or First Class Mail by April 4, 2013.
- D. Cancellation of Selected Proposal.** The selection of a proposal by MSHDA may be canceled at any time prior to the complete execution of a contract. Reasons for canceling the selected proposal may include, but are not limited to, the following:
1. If the Department of Civil Service (DCS) approval is required by applicable law, refusal of DCS to process required forms; and/or
 2. Refusal of duly authorized MSHDA signatory to execute the contract.

If MSHDA cancels its selection of a proposal, MSHDA may repost this or a similar RFQ and re-seek proposals.

Evidence of proper licensure/certification from the credentialing agency must be made available upon request.

The list of prequalified firms will be provided to developers for their consideration. A developer may choose to contract with a Group A consultant that is not on the pre-qualified list, however the developer will be responsible for any delays or expenses incurred as a result. Given the highly specialized nature of the work, developer's that are required to demonstrate NEPA compliance for a MSHDA project must choose a prequalified Group B consultant from the list.

Only firms from the pre-qualified list will be solicited by MSHDA to perform in-house environmental services. Please note that there has been a reduced demand for such services within the agency and so is expected to generate only sporadic work for any firm.

Proposals for the pre-qualified list must be received by close of business, February 21, 2013. Please see the RFQ for complete schedule. Proposals should be addressed to:

Mr. James Tischler, AICP, PCP, Chair
MSHDA Environmental Review Committee
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909

All submissions must fully comply with MSHDA's 2013 Environmental Review Requirements, which are available at our website: www.michigan.gov/mshda.

A complete proposal (including sample reports) will include:

- one (1) hard copy complete original,
- two (2) copies, and
- one (1) electronic version of the full proposal (on CD).
-

All submissions are final. No addendums or corrections will be accepted or considered after the February 21st submittal date. Proposals will be reviewed and scored through the Authority's Environmental Review Committee. Committee decisions will be made available after May 11, 2013. The Authority has sole discretion over decisions and all decisions are final.

Please have the primary contract person designed by your firm e-mail me to confirm your receipt of this packet. Thank-you for your interest and good luck.

Sincerely,



Daniel Lince
Environmental Manager
Michigan State Housing Development Authority
Ph. 517-335-0183
linced@michigan.gov